

## **Job Capsule Supplementary Information: SENCo/Deputy**

**This supplementary information for *SENCo/Deputy* is for guidance and must be used in conjunction with the Job Capsule for Job Family *Education Job Level 3 Zone 2***

### **Camden Way Category 3**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

#### **Role Purpose:**

To support the Head of Centre in the effective management and development of the centre and to take full management responsibility in their absence. To undertake the duties and responsibilities of the Special Educational Needs Coordinator (SENCo).

#### **Example outcomes or objectives that this role will deliver:**

- To support the Head of Centre in the delivery of the service within the Ofsted inspection, registration and assessment framework.
- To support the management and development of the centre's curriculum and resources in line with the statutory requirements of the Early Years Foundation Stage and the Quality Improvement Principles and with regard to the individual needs and stages of development of the children.
- To undertake the role of Special Educational Needs Coordinator (SENCo) across the centre and to ensure the equality of opportunity in the delivery of services and ensure services meet the needs of children with Special Educational Needs and disabilities, giving due regard to the SEN Code of Practice and the Disability Discrimination Act. To support other centres staff to undertake the range of duties and responsibilities under the SEN Code of Practice.
- To ensure the planning, record keeping and assessment processes inform curriculum planning and that progress is reported to parents on a regular basis and to others as appropriate
- To support the Head of Centre in the responsibility for the site and building management. This may include delegated corporate responsibility for Fire Safety, Security, Food Safety, Risk Assessment, the health and Safety of centre users and the reporting of general maintenance and repairs. It will also include responsibility for maintaining the asbestos register, supervision of contractors, up keep of the HEAT certificate and use of ICT in line with the code of practice.

- In the absence of the Head of Centre to undertake the role of food safety manager and fulfil the statutory responsibilities as required for a commercial food premises by the Environment department.
- To be responsible for the effective implementation of Safeguarding and Child Protection procedures across the centre; including reporting of concerns, management of allegations and monitoring of Children in Need placements. To initiate “E-Cafs, hold “Lead Professional” status and to attend and/or coordinate “Team Around the Child/Family” meetings as necessary. In the absence of the Head of Centre to undertake the role of “Designated Officer for Child Protection”, and to monitor and manage the operation of inter-agency child protection plans in collaboration with other services.
- To support the Head of Centre in the responsibility for the management and monitoring of the delegated centre budget (up to £1,000,000). This will include income and expenditure, monthly reporting on budget and employee resource systems (collaborative planning), fee income, contract set up and debt management. To ensure that all financial functions are undertaken in accordance with good practice guidelines and with regard to standing orders and audit requirements.
- To support the management of a multi-disciplinary team on a day-to-day basis, delegating tasks as appropriate, ensuring adequate staff to child ratios, providing appropriate induction, probation, supervision and appraisal and ensuring staff have the required Enhanced DBS status. To plan and progress staff recruitment; interviewing staff within the “Safer Recruitment” guidelines and in liaison with HR.
- To manage the intake of children to the centre through Children in Need, funded 2 year old and Nursery Class admission criteria and to keep under review the use of places to ensure the broadest and fullest use of the centre. To ensure all new admissions are recorded of the early years database
- To support the management of the effective administration function within the centre ensuring that telephone enquiries, correspondence and visitors to the centre are dealt with appropriately. To maintain centre records as required by the council and with regard to Data Protection, finance and Health and Safety requirements.

### **People Management Responsibilities:**

The management responsibility for all staff sits with the Head of Centre. However, there is an expectation that the day to day management responsibility for staff is shared across the management team. The post holder is expected to take full responsibility in the absence of the Head of Centre.

### **Relationships;**

The post holder will link to a wide range of staff at different level across the centre, across the service and the wider organisation and with key partners.

**Work Environment:**

Office based at Kilburn Grange Children's Centre, 1 Palmerston Road, London NW6 2JL

- The post holder supports the management of a stand alone building and taking full responsibility as necessary on a day to day basis, but within a procedural framework. They will work with vulnerable adults and children. The work environment is busy and noisy and the post holder needs to adapt to frequently changing demands and can be both inside and outside the nursery building. This requires decision making and managing risk and a degree of flexibility. There are regular deadlines around admissions, finance and report writing. The post holder is the designated Special Educational Needs Coordinator (SENCo). There will be situations requiring the post holder to resolve of conflicting priorities. The post holder is required to undertake home visits as necessary.
- There is a requirement to lift and assist in toileting and changing and in helping to transfer from seating to mobility aids. The post will help children to acquire and develop self-help skills including toileting and personal hygiene. Work may also involve implementing individual movement programmes, under the direction of other professionals.
- The post holder will be required to help with first aid provision, comforting sick or injured children. In emergency situations he/she will need to liaise with the designated first-aider, senior staff and medical professionals, accompanying children to hospital or doctors as necessary. Any basic medical procedures that may need to be carried out will have training provided for.
- In the absence of the Head of Centre the post holder will take full responsibility for the management of the centre. This will happen on a daily basis in order to support the delivery of a 10 hour operational day.

**Technical Knowledge and Experience:**

- The post holder should be qualified to a least level 3 in Childcare and Early Education or an equivalent qualification and hold a paediatric first aid certificate. It would be desirable if this qualification was at level 6
- A satisfactory Enhanced DBS check.
- To have knowledge of the Children Act 1989, Early Years Foundation Stage relevant Education Acts and related legislation, and implications contained therein for service delivery.
- To have a sound knowledge of child development for children aged from birth to 7 years and an awareness of the curriculum appropriate for this age group including the new "curriculum" Guiltiness to the foundation stage.
- To have knowledge and understanding of planning, implementing and evaluating an early year's curriculum.

- To have knowledge of the principles and processes of line management and the Investors in People standards.
- To have knowledge of the ethnic, religious and cultural diversities in the community, to understand the effects on the provision of services and how to respond when the needs of a particular group are not being met.
- To have knowledge of the functions of agencies involved in the provision of care and education
- To have highly developed communication, interpersonal and organisational skills.
- To have the ability to prioritise, plan and organise one's work and the work of others within conflicting demands.
- To have the ability to use information technology systems and equipment.
- To have an understanding of the importance of confidentiality and to be able to listen and respond appropriately with tact and diplomacy in sensitive situations.
- To have an understanding of child protection procedures and an ability to use this knowledge in practice.
- To have an understanding and awareness of health and safety issues and ability to implement them within an early years setting.
- To have at least 4 years experience of working directly with young children and their parents/carers.
- To have developed effective management and leadership skills during at least four years experience of working in a supervisory role or management role in the delivery of services for young children.
- To have experience of organisation management and effective resource control within a centre.
- To have experience of utilising recruitment, interview and selection procedures.
- To have experience of working in partnership with external agencies and community organisations.

**Camden Core Behaviours – identify the level relevant to role for the 5 Camden core behaviours:**

- Adaptability 2/3
- Customer Service 2/3
- Drive Improvement 2
- Working together 2/3

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>